

MEMORANDUM FOR: The Comptroller

SUBJECT : Proposed Table of Organization, Machine Records Division

REFERENCES : (a) Proposal, Machine Records Division, submitted by Deputy Comptroller, 14 July 1954.  
(b) Revised T/O Proposal, Machine Records Division, approved by Management Staff, submitted 19 October 1954, by [REDACTED] MS.

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1. Representatives of the Classification and Wage Division, this Office, have conducted a series of discussions with personnel of the Machine Records Division and the Management Staff, in connection with the proposed reorganization of the Machine Records Division. Action on the original proposal, reference (a), was not completed due to the major organizational changes to the original proposal which Management Staff representatives advised they were recommending. On 19 October the revised proposal was received from a Management Staff representative, who stated it had your concurrence. The latter proposal has been reviewed, and attempts were made to obtain sufficient information to properly evaluate it. However, I regret that we are not able to provide classification approval of the positions in the proposed reorganization at this time.

2. The proposed reorganization, as you will recall, involves several changes in the organizational structure of the Division as well as the replacement of a substantial number of approved positions with others of higher grade level. Accordingly, our efforts were directed towards the obtaining of (a) approved functional statements of the Division and its Branches, (b) detailed job information on positions proposed for higher grades as a result of the reorganization or of changes in program emphasis, and (c) program information which would substantiate the stated increases in duties and responsibilities of certain positions in the Division with an indication of the effect on each such position. Although requests have been submitted for the foregoing information, they have not been complied with to date, and our primary source of reference at this time is the proposed organizational chart indicating the proposed structure and proposed classifications for the positions.

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3. Without benefit of the detailed justification mentioned above, our review indicated the following:

a. The Branch Chief positions appear to have been weakened by the removal of substantive planning functions and the increase in the number of full-time Tabulation Project Planners.

b. The increased number of Tabulation Project Planners may result in specialization which would narrow the scope of these positions and not support the grade levels requested.

c. The superimposition of Tabulating Equipment Operation Supervisors over statistical clerical functions as noted in the following proposal for the Analysis and Control Section, Personnel Branch, and the ratio of supervisors to workers is questioned as to its classification implications.

Tabulating Equipment Operation Supervisor (Section Chief)	GS-09
Tabulating Equipment Operation Supervisor	GS-07
Statistical Code Clerk Supervisor	GS-07
2 Statistical Code Clerks	GS-05

d. In connection with justifying the proposed grades of Branch and Section supervisory personnel in machine tabulating operations (excluding the Card Punch and Verifying Branch) the ratio of supervisory and senior-type positions to journeyman positions was reviewed. This ratio is such that it appears unlikely that all the requested classifications can be justified.

Supervisory positions	16
Senior positions (requiring a minimum of supervision)	14
Journeyman positions	8

4. In consideration of the above comments, I believe you may wish to reappraise the reorganization request. In this connection, Agency Position Standards for Tabulating Machine Operator and Supervisor, GS-0358.00 and Tabulation Project Planner, GS-0359.00 should be used as a guide in reviewing the staffing pattern. In addition, you may wish to refer to the position descriptions prepared by this Office during the 1953 Classification Survey of the Machine Records Branch, OGS. Members of the Classification and Wage Division will, of course, be available for your assistance as needed.

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5. In summary, we shall need functional statements for this program and job information in support of classifications recommended as set forth in paragraph 2. These will meet the requirements of Regulation [REDACTED] and will enable us to proceed with the review of the reorganization proposal.

6. I am very much interested in your efforts to achieve an efficiently organized Machine Records Division and can assure you that we will cooperate fully in this connection.

Harrison G. Reynolds  
Assistant Director for Personnel

Attachments

1. Proposal, Machine Records Division
2. Revised T/O Proposal

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT